



Howden Town Council

Minutes of the Personnel and Grievance Committee meeting held Tuesday November 1st 2022 at 6.30pm at Howden Town Council Offices, 17 Bridgegate, Howden, DN14 7AE.

Present: Councillors Drury, Hart, Blee, Casey

Chair: Councillor Drury

Clerk: S Boggitt

2022-29-PG: Apologies for absence – to receive and accept.

Apologies were received from Councillor Patrick – not accepted.

2022-30-PG: Declaration of Interest –

2022-30.1-PG Declarations of Interests, in respect to Agenda items, to be made and recorded in the minutes even if an interest has been declared in the register.

None.

2022-30.2-PG For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

None.

2022-31-PG: Minutes of the meeting held Tuesday August 2nd 2022 to agree and approve as a true record.

The minutes held Tuesday August 22nd 2022 were agreed and approved as a true record.

2022-32-PG: Confirmation of SLCC Award. To receive confirmation the Clerk is the recipient of an SLCC Annual Award.

The Clerk confirmed she had received an invitation to the SLCC National Conference/Awards Ceremony as the recipient of the 'New Clerk of the Year' award. The ceremony to take place on November 2nd at Hinckley in Leicestershire. She will report back to Full Council at the next meeting.

2022-33-PG: Correspondence.

None.

2022-34-PG: In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 a motion to be passed to exclude members of the public and press due to the confidential nature of the following agenda items.

Motion passed.

2022-35-PG: Staff Appraisals and Outcomes. To receive a report from the Clerk and make any recommendations to Council.

The Clerk reported she had undertaken the appraisal of the Town Centre/Events Officer. Recommendations to be made to Full Council under closed session.



2022-36-PG: Clerk Appraisal and Outcomes. To receive a report from the Chair and make any recommendations to Council.

The Chair reported he had undertaken the appraisal of the Clerk and confirmed all targets had been reached.

2022-37-PG: Sick Pay/Annual Leave. To agree change from annual leave hours to sickness absence.

Committee agreed to the change request.

2022-38-PG: In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 a motion to be passed to allow members of the public and press.

Motion passed.

2022-39-PG: Items for next agenda.

Leave/Sickness Policy, staff appraisals.

2022-40-PG: Date of Next Meeting: TBC.

The meeting closed at 6.49pm.